

## **§ 630.403**

### **§ 630.403 Supporting evidence.**

An agency may grant sick leave only when supported by evidence administratively acceptable. Regardless of the duration of the absence, an agency may consider an employee's certification as to the reason for his or her absence as evidence administratively acceptable. However, for an absence in excess of 3 workdays, or for a lesser period when determined necessary by an agency, the agency may also require a medical certificate or other administratively acceptable evidence as to the reason for an absence for any of the purposes described in § 630.401(a).

[59 FR 62271, Dec. 2, 1994]

### **§ 630.404 Limitation on advance sick leave.**

When an employee is serving under a limited appointment or one which will be terminated on a specified date, an agency may advance sick leave to him up to the total sick leave which he would otherwise earn during the term of his appointment. For the purposes of this section, an employee serving a probationary or trial period is not serving under a limited appointment.

### **§ 630.405 Use of sick leave during annual leave or to become eligible for donated leave.**

(a) Subject to § 630.401(b) through (e), an agency may grant sick leave during a period of annual leave for any of the purposes described in § 630.401(a).

(b) An employee's entitlement to use sick leave to care for a family member under § 630.401 shall be considered as available paid leave for the purpose of determining an employee's eligibility to become a leave recipient under the voluntary leave transfer and leave bank program established under subchapters III and IV of title 5, United States Code, if the medical emergency involves a family member of the employee. This determination shall be made for any application to be a leave recipient approved on or after December 2, 1994.

(c) In the case of an employee already in a shared leave status on December 2, 1994, under the voluntary leave transfer or leave bank programs established under subchapters III and IV of title 5,

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United States Code, any sick leave available to care for a family member under § 630.401 shall be used, if the medical emergency involves a family member of the employee, before continuing to use transferred annual leave or annual leave withdrawn from a leave bank.

[59 FR 62271, Dec. 2, 1994]

### **§ 630.406 Part-time employees; earnings.**

A part-time employee earns 1 hour of sick leave for each 20 hours in a pay status.

### **§ 630.407 Sick leave used in computation of annuity.**

(a) Sick leave which is used in the computation of annuity for an employee shall be charged against his sick leave account and may not thereafter be used, transferred, or recredited.

(b) An employee on a compressed work schedule is not entitled to holiday premium pay while engaged in training, except as provided in § 410.402 of this chapter.

[34 FR 17617, Oct. 31, 1969, as amended at 64 FR 69182, Dec. 10, 1999]

EFFECTIVE DATE NOTE: At 64 FR 69182, Dec. 10, 1999, § 610.407 was amended by designating the existing text as paragraph (a) and adding paragraph (b), effective Jan. 10, 2000.

### **§ 630.408 Records and reports.**

(a) Beginning with leave year 1995, each agency shall maintain records concerning the use of sick leave to care for a family member or to make arrangements for or attend the funeral of a family member under § 630.401(a) (3) and (4) and shall report such information as may be required by the Office of Personnel Management (OPM) for the purpose of evaluating the use of sick leave.

(b) Beginning with leave year 1995, each agency shall maintain the following information by leave year for each employee using sick leave for the purpose described in § 630.401(a) (3) or (4):

(1) The grade or pay level and gender of each employee;

(2) The total number of hours of sick leave used by each employee—